

**United States Bankruptcy Court**  
**Eastern District of Virginia**  
Richmond Division

**TO:**

**In re:** Circuit City Stores, Inc.

**Case Number** 08-35653-KRH  
**Chapter** 11

**YOU ARE ADVISED AS FOLLOWS CONCERNING PAPERS FILED BY YOU WHICH CONTAIN DEFICIENCIES:**

**12290** – Notice of Motion and Notice of Hearing (Re: related document(s) 12289 Motion to Reconsider filed by Karl Engelke) filed by Brittany Jane Nelson of Foley & Lardner LLP on behalf of Karl Engelke. Hearing scheduled 8/22/2012 at 02:00 PM at Judge Huennekens' Courtroom, 701 E. Broad St., Rm. 5000, Richmond, Virginia. (Nelson, Brittany)

**REQUIREMENTS OF FORM/PROCESS:**

- Not accompanied by "Request for Waiver to File by Computer Diskette or Conventionally."\* Parties represented by attorneys and governmental units and institutional entities must file via the Internet or complete and file a Request for Waiver in order to file by computer diskette or conventionally. Future noncompliant filings will be forwarded to the Court for determination/appropriate action.
- Please prepare and submit to the Court an Order Extending Stay, which may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) under Bankruptcy Forms.\*
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**MOTION FOR EXPEDITED HEARING [LBR 9013-1(N)]:**

- Not accompanied by Certification Regarding Request for Expedited Hearing\*.
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**MOTION FOR RELIEF FROM STAY AND/OR CODEBTOR STAY [LBR 4001(a)(1)]:**

- Not accompanied by proof of service indicating service of motion upon parties required to be served.
- Notice as required by LBR 4001(a)-1(C) not clearly stated or conspicuously provided in motion.
- Caption of code debtor stay does not clearly state the subsection of 11 U.S.C. 1301 under which party is proceeding.
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**NOTICE OF MOTION OR OBJECTION/NOTICE OF HEARING:**

- Official Form 20A\* – Notice of Motion or Objection. The Notice must be in substantial compliance with the official form and must accompany the Motion or Objection when filed.
- Official Form 20B\* – Notice of Objection to Claim. The Notice must be in substantial compliance with the official form and must accompany the objection when filed.
- ☒ Date, time and/or location omitted or incorrect in Notice of Hearing.
- Notice of Hearing/Response not properly linked to Motion/Application/Objection
- ☒ Hearing Date Is Incorrect

*\*A copy of the above-referenced forms may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov)*

Date: August 1, 2012

CLERK, UNITED STATES BANKRUPTCY COURT

By /s/ Suzanne French, Deputy Clerk  
Direct Dial Telephone No. 804-916-2419